

CITY OF LOUISVILLE ORDINANCE NO. 68, SERIES 1978
 AS AMENDED BY ORDINANCE NO. 211, SERIES 1993
 JEFFERSON CO. FISCAL COURT ORDINANCE NO. 16, SERIES 1987

BRANCH ☐
 DIVISION ☐
 CORPORATION ☐
 PARTNERSHIP ☐
 SOLE PROPRIETOR ☐

COMPANY NAME: _____

Does your firm have a **WRITTEN** affirmative action plan with **HIRING GOALS**? YES ☐ NO ☐
 If YES, send your plan along with this form to the Commission to comply with the above laws.

				MINORITY GROUP EMPLOYEES							
TOTAL PAYROLL EMPLOYEES				MALE				FEMALE			
JOB CATEGORIES	Total Employees	Total Males	Total Females	Black	Hispanic	Asian/ Pacific Islander	Native American/ Alaska Native	Black	Hispanic	Asian/ Pacific Islander	Native American/ Alaska Native
Officials/Managers											
Professionals											
Technicians											
Sales Workers											
Office/ Clerical											
Craftworkers											
Operatives											
Laborers											
Service Workers											
TOTAL											

What type of product (s) or services does your firm provide? _____

NAME OF AUTHORIZED OFFICIAL	SIGNATURE				DATE
TITLE	I declare under penalty of perjury that the above is true and correct ADDRESS				P O BOX
TELEPHONE ()	CITY		STATE	ZIP	COUNTY
FAX ()					

DESCRIPTION OF JOB CATEGORIES

Officials and Administrators:

Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes: Officials, Executives, Middle Management, Plant Managers, Department Managers, Superintendents, Salaried Foreman who are members of Management, Purchasing Agents and Buyers and Kindred Workers.

Professionals:

Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: Accountants and Auditors, Airplane Pilots and Navigators, Architect, Artists, Chemists Designers, Dietitians, Editors, Lawyers, Librarians, Mathematicians, Natural Scientists, Registered Professional Nurses, Personnel and Labor Relations Workers, Physical Scientists, Physicians, Social Scientists, Teachers, and Kindred Workers.

Technicians:

Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post high school education (technical institutes/junior colleges) or through equivalent on-the-job training. Included: Computer Programmers, Draftsmen, Engineering Aides, Junior Engineers, Mathematical Aides, Licensed/Practical/Registered Professional Nurses, Photographers, Radio Operators, Scientific Assistants, Surveyors, Technical Illustrators, Technicians (Medical, Dental, Electronic, Physical Sciences) and Kindred Workers.

Sales:

Occupations engaging wholly or primarily in direct selling. Includes: Advertising Agents and Salesmen, Real Estate Agents and Brokers, Insurance Agents and Brokers, Stock and Bond Salesmen, Demonstrators, Salesmen and Sales Clerks, Grocery Clerks and Cashier-Checkers and Kindred Workers.

Office and Clerical:

Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. Includes: Bookkeepers, Cashiers, Collectors (Bill and Accounts), Messengers, Office Machine/Computer Operators, Shipping/Receiving Clerks, Stenographers, Typists, Secretaries, Telephone/Telegraph Operators and Kindred Workers.

Skilled Craftsmen:

Occupations which require special manual skill and a thorough and comprehensive knowledge of the processes involved in their work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: The Building Trades, Hourly Paid Foreman/Leadmen (not members of management), Mechanics, Machinists. Compositors/Typesetters, Electricians, Engravers, Pattern/Model Makers, Stationary Engineers, Tailors/Tailoresses and Kindred Workers.

Semiskilled Operatives:

Occupations require intermediate skills which can be mastered in a few weeks and require only limited training. Includes: Apprentices, (Building Trades, Mechanics, Metalworking, Printing, etc.) Auto Service/Parking Attendants, Blasters, Truck/Tractor Drivers, Welders/Flamecutters, Textile Weavers and Kindred Workers.

Unskilled Laborers:

Occupations which generally require no special training and may be learned in a few days. Includes: Construction Laborers, Garage Laborers, Car Washers/Greasers, Groundskeepers, Lumbermen, Laborers performing lifting, Digging, Mixing, Loading/Pulling Operations and Kindred Workers.

Service Worker

Occupations engaging in protective and non protective service. Includes: Watchmen/Doorkeepers, Guards, Janitors, Nurses Aides/Orderlies, Cooks, Attendants (Hospital/other Institutions), Policemen/Detectives, Firemen/Fire Protection, Waiters/Waitresses and Kindred Workers.